

SIGNED AND COMPLETED PROGRAM FORMS

REQUIRED FORMS

Required Signatures

Signed Application	All owner-occupants
Applicant Authorization	All household members over the age of 18
Declaration of Lawful Presence	One owner-occupant
Certification of Applicants	All owner-occupants
Right of Entry	One owner-occupant
Construction Notice	All owner-occupants
Consent to Release	One owner-occupant and all policy holders
Confirmation Receipt of Lead Based Paint	One owner-occupant
Income Verification	All household members over the age of 18 without a 1040
Reimbursement Certification	All owner-occupants
Appeals Grievance Procedure and Receipt	One owner-occupant

OPTIONAL FORMS

Required Signatures

Zero Income Certification	Any person over the age of 18 claiming \$0 income on the Income Certification form
No Insurance Certification	One owner-occupant

VERIFICATION OF OWNERSHIP

STICK-BUILT AND MODULAR HOMES

- Deed
- Fee Simple Deed
- Deed of Gift
- Deed of Trust
- Quitlain Deed
- Commissioner's Deed
- General Warranty Deed
- Special Warranty Deed
- Mortgage
- Life Estate Documentation (for each owner)
- Trust Document
- Death Certification for any deceased person listed on the last recorded deed
- Last Will and Testament for deceased owner(s) (probated and recorded)
- Forced Mortgages
- Foreclosure

MOBILE HOMES (STILL MOBILE)

- Mobile home title
- Notarized bill of sale
- Purchase agreement
- 2016 mobile home registration
- Mortgage (showing it in place at the time of Hurricane Matthew)
- Deed (if land is owned)

MOBILE HOMES (IMMOBILIZED)

- Deed (land)
- 2016 Property Tax Card or Tax Assessor Record (showing building value)

DOCUMENTATION OF DAMAGE

- NFIP claim (Hurricane Matthew)
- Insurance estimate/proof of loss (Hurricane Matthew)
- FEMA letter (Hurricane Matthew)
- SBA letter (Hurricane Matthew)
- Inspection or Engineers Report
- Demolition permit
- Documentation from local or state governments
- Documentation from homeowners association
- Documentation of private or nonprofit relief assistance
- Any documentation related to concurrent damage from Hurricane Florence

PROOF OF IDENTITY

- North Carolina driver's license
- State-issued identification
- Military identification and social security card and/or birth certificate

PROOF OF CITIZENSHIP/QUALIFIED STATUS

- U.S. passport
- Certification of Naturalization
- Certificate of Citizenship

☐ PROOF OF PRIMARY RESIDENCY

- 2016 tax record/bill
- North Carolina driver's license
- Voter registration with a North Carolina driver's license
- FEMA letter (Hurricane Matthew, may be dated post-storm)

☐ PROOF OF OCCUPANCY

Unless otherwise indicated, all records must be dated between September 2016 and October 2016.

- Proof of utility service (e.g., copy of electric, gas, or water bill)
- Letter from utility service (e.g., electric, gas, or water)
- Copy of credit card statement (redacted)
- Copy of bank statement (redacted)
- Insurance (e.g., fire, land, flood or homeowners) declaration page
 - Must state occupancy (primary/owner or secondary)
 - Must show that policy was in effect at the time of Hurricane Matthew
- 2015 tax return with damaged property address
- TANF documentation
- Medicare documentation
- North Carolina WIC documentation
- SBA letter (Hurricane Matthew, may be dated post-storm)

☐ INCOME DOCUMENTATION

- 2018 tax return
- 2018 tax return extension and 2017 tax return
- IRS Form 8879
- For household members that did not file a 1040 tax return with the IRS, one of the following:
 - Three months of pay stubs by frequency of pay
 - Persons getting paid weekly = 12 consecutive paychecks
 - Persons getting paid bi-weekly = six consecutive paychecks
 - Persons getting paid monthly = three consecutive paychecks
 - Pension statement showing current monthly or yearly gross amount received
 - Social Security statement showing current monthly or yearly gross amount received
 - Unemployment benefits statement for current three month period
 - Welfare benefit letter demonstrating three consecutive months
 - Payroll summary report covering three consecutive months
 - Letter from employer stating annual or monthly income of employee
 - Any additional supplemental monthly or yearly gross amount received

If the applicant or household member is claiming \$0 income, the Zero Income Certification form is required to be completed.